

PROPERTY MANAGEMENT FACT SHEET (NIH)

NOTE: Numerous laws and regulations protect the use, care, and control of all Government property. Property with a unit cost of \$5,000 or more, as well as all sensitive or pilferable property regardless of cost (such as personal computers, Televisions, VCR's, balances) is subject to special controls and procedures. This fact sheet is designed to help you understand what those special controls and procedures are so you can comply with them.

Any questions you may have should be discussed with your organization's Property Custodial Officer (PCO). Check with your Administrative Officer if you do not know the name of your PCO.

Guidance is also available in the NIH PERSONAL PROPERTY MANAGEMENT GUIDE 26101-25-2.

DECALING NEW PROPERTY NIH PURCHASES

New items should be decaled by your PCO upon receipt. Undecaled new property should NOT be left sitting in boxes. Report property items not decaled within five days after receipt to your PCO for appropriate action.

PROPERTY FABRICATED OR MANUFACTURED AT NIH OR FURNISHED BY A CONSTRUCTION CONTRACTOR

This typically results from a renovation project in your area. Report newly installed items to your PCO so items can be decaled immediately.

GIFTS

Gifts of property result in ownership vesting in NIH - not the NIH employee. Report these items to your PCO so items can be decaled immediately.

REPORTING LOST OR STOLEN PROPERTY ON CAMPUS

Notify NIH Police at 301-496-5685 immediately upon discovery.

OFF CAMPUS

Notify local law authorities and obtain Police report. All losses must be reported promptly to the PCO. The PCO will report directly to the Property Management Division on form NIH 254 "Report of Loss or Damage to Property."

CONFIDENTIAL REPORTS

Employees wishing to report situations which may ultimately impact negatively on any property management matter, including the control, care or disposition of NIH equipment, may anonymously call the Property Management Division at 301-496-5712.

TRANSFERRING PROPERTY TO ANOTHER NIH ACTIVITY, OTHER PROGRAM AREAS WITHIN YOUR ICD, FEDERAL, STATE, OR OUTSIDE AGENCIES NIH ACTIVITY OR OTHER PROGRAM AREAS WITHIN YOUR ICD

Your servicing PCO will complete a NIH form 649 "Report of Property Transfer". (On-line PMIS), after receiving justification and ICD approvals, will forward to Property Management Division.

FEDERAL, STATE OR OUTSIDE AGENCIES

Requires the completion of the form NIH 649 "Report of Property Transfer", by the PCO and submitted to the ICD Executive Officer for approval and forwarded to the Property Management Division for finalization.

BORROWING NIH PROPERTY

EMPLOYEES

Up to 30 Days - Requires a completed for NIH 368 "Property Pass", signed by the PCO.

EMPLOYEES

More than 30 Days - Requires a complete form NIH 2489 "Personal Property Loan Record", with several ICD approvals.

FOR OFFICIAL GOVERNMENT BUSINESS USE ONLY - PERSONAL USE IS NOT AUTHORIZED.

EVALUATING/TESTING PURPOSES -

COMMERCIAL VENDORS AND/OR NON-GOVERNMENT ENTITIES

Requires form NIH 2179 "Agreement for the Loan of Property to NIH".

FROM OTHER GOVERNMENT AGENCIES

Requires a completed form NIH 2179, as well as documentation required by the lending activity, such as an Inter/Intra-Agency Agreement.

SURPLUSING/EXCESSING UNSERVICEABLE OR UNREQUIRED PROPERTY

Property, including furniture and non-accountable items, will NOT be thrown away. Report this equipment to the NIH Property Utilization and Disposal Section using form NIH 649 "Report of Property Transfer". The form NIH 2683 "Certification that Property is Free from Hazards" must be completed on all property that was used in the laboratory or clinical areas.

Property should not be declared excess for the purpose of transfer or removal from the NIH records.

All excess property will be screened for a minimum of 30 days before reporting to GSA as surplus.

PROPERTY LOANS

TO INDIVIDUALS

Must be documented and approved on form NIH 2489, "Personal Property Loan Record". Loan is a six month to 1 year period, but may be renewed.

TO U.S. NON-FEDERAL INSTITUTIONS

Must be documented and approved on form NIH 2489, "Personal Property Loan Record". Loan cannot exceed five years, but may be renewed.

TO OTHER U.S. GOVERNMENT AGENCIES

Must be documented and approved on form NIH 2489, "Personal Property Loan Record" for a period not to exceed three years.

TO FOREIGN ENTITIES

Must be documented and approved on form NIH 2489-1 "Record of Loan/Donation of Personal Property to Foreign Countries". Loan not to exceed one year, but may be renewed.

DONATING PROPERTY/BOOKS/SUPPLIES WITHIN THE U.S.

The NIH does not have the authority to donate property/books/supplies to any domestic research facility, school, or other entity or individual. [The General Services Administration has the authority exclusively.] There may be alternative ways to meet your needs. Check with your PCO or call the Property Management Division at 301-496-5712.

FOREIGN ENTITIES OR INDIVIDUALS

NIH has special authority under the law to donate to these entities when it is beneficial to the U.S. and the NIH Mission. Approvals must be documented on form NIH 2489-1, "Record of Loan/Donation of Personal Property to Foreign Countries". THIS ACTION REQUIRES HIGH LEVEL ICD RECOMMENDATION/APPROVAL of the OD, OIR, and NIH Property Management Officer. Check with your PCO or call the NIH Property Management Division at 301-496-5712.

PREPARING PROPERTY FOR SAFE MOVEMENT FROM LABORATORY OR CLINICAL AREAS

All property must be decontaminated and certified safe before being moved. NIH form 2683, "Certification that Property is Free from Hazards", must be completed. Instruction and Information Memorandum DL 91-3 is available for specific guidance. Check with your PCO.

REPAIRS TO PROPERTY

LOCAL - when repair is to be done onsite by repairman - Requires completing form NIH 368, "Property Pass", signed by your PCO.

SHIPPED OUT FOR REPAIR - In addition to the Property Pass, form NIH 1884 "Request for Shipment" is also needed.

TRADE-IN/EXCHANGE

For new purchases only. Must be for the same type of equipment and approved by the NIH Property Management Division. A completed form NIH 1872 "Report of Action on Disposal of Replacement Property". These types of actions are encouraged as a cost savings technique when acquiring new property.

SCRAPPING/CANNIBALIZING PROPERTY

SCRAPPING

This is not authorized. All unrequired or unserviceable property must be reported to the NIH Property Management Division for disposal using form NIH 649 "Report of Property Transfer".

CANNIBALIZATION

This action must be approved by the Chief, NIH Property Management Division. A completed NIH 2741 "Request to Cannibalize Personal Property" must be submitted in advance for approval prior to cannibalizing the property.

PROVIDING GOVERNMENT OWNED PROPERTY TO R&D CONTRACTORS & GRANTEES

Transfer of property to an organization for use under an NIH contract or grant must be approved by the NIH/ICD Contracting or Grants Management Officer. The Property Administrator located in the Property Management Division prepares approval documents

PERSONNEL CLEARANCES

NIH EMPLOYEES

The employees Administrative Office will prepare a form HHS 419 "Clearance of Personnel for Separation or Transfer", the employee will take this to their servicing PCO who will process the property clearance.

VISITING SCIENTISTS, GUEST RESEARCHERS AND OTHERS

The serving Administrative office will prepare a form HHS 419 on the employee, the employee will take this to their servicing PCO. These staff will not take property with them without securing necessary approvals - see Property Loans.

ABANDONING PROPERTY

Abandonment of Property is prohibited. Contact your servicing PCO for all unrequired property disposal procedures. Property will not be moved to halls, entrances, elevator areas or stairways. Failure to comply may result in disciplinary action.

FAILURE TO COMPLY WITH THESE GUIDELINES COULD RESULT IN ADMINISTRATIVE, OR IN CERTAIN CIRCUMSTANCES, CRIMINAL PENALTIES